

Fee - \$349 per day

Early/Online Discount
\$329 (\$658 both days)
for online registration or
if payment is received by
July 5, 2016

**Wednesday &
Thursday
August 3 - 4, 2016**

REGISTER NOW

www.eetraining.eeoc.gov/tapsmain.html

By registering for a Training
Institute event, you agree to
all applicable Institute policies.

ENHANCE YOUR EEO KNOWLEDGE at the **2016 EEOC Destin Technical Assistance Seminar** sponsored by the **EEOC Birmingham District Office**. The seminar will be held at the **Hilton Sandestin Beach Golf Resort & Spa** in Destin, FL.



EEOC Destin Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

**Hilton Sandestin Beach
Golf Resort & Spa**

4000 Sandestin Blvd S.
Miramar Beach, FL 32550
(805) 267-9500

Hotel Arrangements

Registrants are responsible
for their own arrangements

EEOC conference rate:

**\$259.00 per night plus tax
by Tuesday, July 5, 2016.**

Group Name: EEOC TAPS

Group Code: TAP

Call 1-850-267-9500

or reserve on-line at:

<http://www.hiltonsandestinbeach.com>

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training, from the
experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?

Eddi Daniel Abdulhaqq
Birmingham District Office

(205) 212-2078

(205) 212-2112 TTY

eddie.abdulhaqq@eeoc.gov

EVENT Code: 16T-BIR-01

U.S. Equal Employment Opportunity Commission

EEOC Destin Seminar

Wednesday &
Thursday

August 3-4, 2016

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

Training Institute Policies - Event Code: 16T-BIR-01

PAYMENT - \$349 for the day. Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a **CD**. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 when

1) registering on-line at www.eeotraining.eeoc.gov/tapsmain.html before August 2 (**Day 1**) and August 3 (**Day 2**), 2016.

2) mailed registrations are postmarked on or before July 5, 2016. All mailed payments postmarked after July 5 are subject to the \$349 registration fee. Checks **received after** July 5 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

STATE AND LOCAL GOVERNMENT REGISTRANTS NOTE: To request an invoice (to secure payment via **check or credit card**), please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection): Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

REGISTER ONLINE - www.eeotraining.eeoc.gov/tapsmain.html
Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS: Visit the website www.eeotraining.eeoc.gov or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to eeoc.traininginstitute@eeoc.gov for more information TTY# 1-800-828-1120.

CONFIRMATION: Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

U.S. Equal Employment Opportunity Commission

EEOC Destin Seminar

Wednesday
August 3, 2016



Schedule

7:30 a.m.
Registration

8:30 a.m.
Start

NOON Lunch
(Provided)

4:30 p.m.
End

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Eddie Daniel Abdulhaqq,
Outreach & Education
Manager
(205) 212-2078
eddie.abdulhaqq@eeoc.gov

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

7:30 AM	Registration and Continental Breakfast
8:30 AM	Welcome and the State of the District
9:00 AM	An Update: The EEO-1 Report Get firsthand information about the proposed EEO-1 report revisions and employer reporting obligations for other employer information reports such as the EEO-4 and EEO-5.
10:00 AM	Morning Break
10:15 AM	Legal Update Find out what the EEOC has been doing since July 2015 in the areas of harassment, background checks, age and compensation discrimination, human trafficking, etc.
11:15 AM	The EEOC's ADR=AVR <i>Explore the many ways the Alternative Dispute Resolution (ADR) Program can be a valuable resource (AVR) in resolving charges.</i>
12:00 PM	Lunch - Networking
1:00 PM	U.S. Department of Labor, Wage and Hour Division: Compliance Matters <i>Learn about this important agency and its vast coverage of employment actions (e.g., overtime, minimum wage, exempt v non-exempt, nursing mothers, no-fault attendance, joint employers, etc.).</i>
2:00 PM	Got Leave? A Panel Discussion of Who Covers What <i>Join a panel of experts from Wage and Hour, Workers Compensation and EEOC in a discussion of who covers leave requests under the ADA, FMLA and Workers Comp.</i>
3:00 PM	Afternoon Break
3:15 PM	Private and Federal Sector Breakouts <u>Private Sector</u> Going Green: EEOC's Digital Charge System <i>Discover how the EEOC's new digital charge system simplifies responding to a charge and accessing charge information.</i> <u>Federal Sector</u> Review of Recent Decisions in Federal Sector Cases <i>Discuss the latest information about federal claims and agency decisions.</i>
4:30 PM	Evaluations, Closing Remarks, Certificates

This program has been submitted to the HR Certification Institute for review and SHRM recertification credits are being sought. Refresher training requirement for federal agency EEO (counselors, investigators and/or mediators) has been approved.

U.S. Equal Employment Opportunity Commission

EEOC Destin Seminar

Thursday,
August 4, 2016



Schedule

7:30 a.m.
Registration

8:30 a.m.
Start

NOON Lunch
(Provided)

4:30 p.m.
End

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Eddie Daniel Abdulhaqq,
Outreach & Education
Manager
(205) 212-2112
eddie.abdulhaqq@eeoc.gov

- | | |
|-------------------|--|
| 7:30 AM | Registration and Continental Breakfast |
| 8:30 AM | Welcome and Opening Remarks |
| 8:45 AM | ADA and GINA Recent Developments
<i>Understand how the ADA and GINA cover employer wellness programs and how the PDA and ADA intersect when a reasonable accommodation is requested.</i> |
| 10:15 AM | Morning Break |
| 10:30 AM | What is Sex Discrimination in 2016?
<i>Discuss the difference between biological and gender discrimination, sex harassment and sexual harassment and recent EEOC guidance.</i> |
| 11:30 AM | Avoiding Discrimination in the I-9 and E-Verify Processes
<i>Gain valuable insight into provisions of the Immigration and Nationality Act and DOJ's coverage of national origin discrimination, investigation of citizenship discrimination, unfair documentary practices, and prohibited retaliation.</i> |
| 12:00 Noon | Lunch Networking |
| 1:00 PM | Garbage In, Wisdom Out – Part II
<i>Experience a unique “how to” guide to help the HR professional work with errant managers and supervisors to keep them from making poor decisions.</i> |
| 2:00 PM | Religion in the Workplace
<i>Explore employer/employee responsibilities regarding expressions of faith, religious accommodations and harassment.</i> |
| 3:00 PM | Afternoon Break |
| 3:15 PM | Workplace Safety and Security
<i>Understand the employer's responsibility for employee safety and the prevention of violence in the workplace, OSHA's Restroom Guide, best practice tips</i> |
| 4:30 PM | Evaluations, Closing Remarks and Certificates |

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

This program has been submitted to the HR Certification Institute for review and SHRM recertification credits are being sought. Refresher training requirement for federal agency EEO (counselors, investigators and/or mediators) has been approved.

EEOC DESTIN SEMINAR 2016

Please print and
use a separate form
for each attendee

ENROLLMENT

Event Code: 16T-BIR-01

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Suborg. _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (if TTY, please check here ☐)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: _____

REGISTRATION FEE

☐ One day \$349 / \$329* **Discount Price** ☐ Both days \$698/ \$658* **Discount Price**

*Discount price of \$329 available for online registrations received before August 2 (day 1) or August 3 (Day 2), 2016. All payments received after July 5 will be subject to a \$349 registration fee. Checks received after July 5 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

PAYMENT TYPE

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____ Exp. Date _____

Card Security Code (3 or 4 un-embossed digits near signature block) _____

Cardholder Name (please print) _____

Signature _____ Cardholder Email _____

Cardholder Address _____

☐ **Check** Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ **State/Local Government Entities:** To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

Person filling out this form (if different than registrant)

Name: _____ E-mail: _____

► **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT www.eeotraining.eeoc.gov/tapsmain.html

► **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; **or e-mail**

eeoc.traininginstitute@eeoc.gov

* PAYMENT IS REQUIRED PRIOR TO TRAINING

Have you attended an
EEOC-sponsored seminar,
course or conference in the
last 5 years? ☐ Yes ☐ No

Employees
at your facility?

- ☐ Under 50
☐ 50-99
☐ 100-249
☐ 250-499
☐ 500-999
☐ 1,000+

Your Organization:

- ☐ Federal Gov't
☐ State/Local Gov't
☐ Private

Your Position:

- ☐ Attorney
☐ EEO Director, Manager,
Supervisor
☐ EEO Professional
(Investigator, Counselor,
Specialist)
☐ HR Director,
Manager, Supervisor
☐ HR Staff
☐ Mediator, ADR
☐ Other Manager,
Supervisor
☐ President, CEO, Owner
☐ Union Representative
☐ Other _____

How did you learn about this
seminar?

- ☐ Brochure in mail
☐ Colleague
☐ EEOC event
☐ Email
☐ Website/Internet
☐ Newspaper/ Newsletter
Professional Organization
☐ SHRM
☐ Other _____

Visit the EEOC
Training Institute at
[www.
eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

EEOC DESTIN SEMINAR 2016

TOP 5 REASONS TO ATTEND



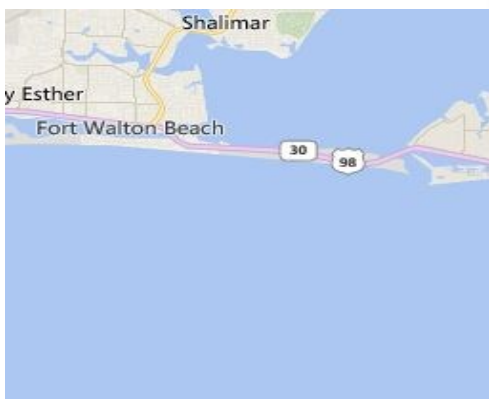
2016 SEMINAR LOCATION
Hilton Sandestin Beach
Golf Resort & Spa
4000 Sandestin Blvd South
Miramar Beach, FL 32550

DIRECTIONS TO HOTEL:

Take Highway 85 South to Highway 20 East to Mid Bay Bridge South (\$3.00 toll) to 98 East.

Turn left on Highway 98 East and go 6 miles to Resort entrance and turn right (beachside).

Continue straight to the Hilton Sandestin Beach.



For EEOC materials,
guidance, fact sheets,
press releases, and
more, visit
www.eeoc.gov.

- **Prepare for tough HR decisions** concerning retaliation, harassment, reasonable accommodations, wellness programs, leave requests.
- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** from experts who know EEO laws and procedures and inform you of the latest changes in EEO laws and innovations in the workplace.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze key EEO issues.
- **Receive your own EEO Library**, a searchable eight-volume Resource Guide.



LET EEOC BE YOUR TRAINING RESOURCE

For more information contact:

Eddi Daniel Abdulhaqq, Program Analyst

at (205) 212-2078

TTY (205) 212-2112

eddie.abdulhaqq@eeoc.gov

EEOC offers the best value for your training budget.



EEOC
Training Institute
...Learn from the Experts